



(See Regulations for Completion Requirements)

Name of Licensee		License Number	License Renewal Date	Total Hours of CE Submitted for License Renewal Period
CE PROVIDER (List Below)	TITLE OF CE PROGRAM (List Below)	DATE(S) OF CE (List Below)	<div>HOURS COMPLETED</div> <div> <div>Face-to-Face or real-time interactive instruction (6 Hr. Min.)</div> <div>Other Format</div> </div>	
<div>Continuing Education Events Emphasizing Ethics, Standards or Law</div> <div>(A minimum of 1.5 Hours Required Every Year)</div>				
Other Continuing Education Events				

Instructions for Completing the Continuing Education (CE) Audit Summary Form for Psychology

It is requested that all licensees complete the form as a method of tracking their CE.

I. Complete the Information on the Audit Summary Form for Each CE Experience. Attach additional copies of the form if needed.

A. Documentation of Required Hours: List a sufficient number of CE hours to fulfill the annual requirement. 18 VAC 125-20-121 requires psychologists to have completed a minimum of 14 hours of board-approved CE courses during each annual licensure renewal cycle with two further requirements:

- At least 1.5 of these hours must be in courses that emphasize ethics, standards of practice or laws governing the profession of psychology in Virginia.
- At least 6 of the required hours must be obtained in **FACE-TO-FACE or Real-time Interactive (as defined in regulation)** educational experiences.

B. CE Provider: Licensee bear full responsibility for ensuring they have completed the required CE experience from one of the approved providers as listed in 18 VAC 125-20-122:

1. Any psychological association recognized by the profession or providers approved by such an association.
2. Any association or organization of mental health, health or psychoeducational providers recognized by the profession or providers approved by such an association or organization.
3. Any association or organization providing courses related to forensic psychology recognized by the profession or providers approved by such an association or organization.
4. Any regionally accredited institution of higher learning. A maximum of 14 hours will be accepted for each academic course directly related to the practice of psychology.
5. Any governmental agency or facility that offers mental health, health or psychoeducational services.
6. Any licensed hospital or facility that offers mental health, health or psychoeducational services.
7. Any association or organization that has been approved as a continuing competency provider by a psychology board in another state or jurisdiction.

Licensees must provide sufficient documentation to clearly indicate under which of these six categories in the provider qualifies.

C. Document Relevance of Course to the Practice of Psychology: Provide sufficient information about each CE experience to verify that the course was an organized program of study, classroom experience or similar educational experience that is directly related to the practice of psychology. (18 VAC 125-20-121)

D. Credit for other educational experiences

The board may approve up to four hours per renewal cycle for specific educational experiences to include:

- a. Presentation of a continuing education program, seminar, workshop or course offered by an approved provider and directly related to the practice of psychology. Hours may only be credited one time, regardless of the number of times the presentation is given, and may not be credited toward the face-to-face requirement.
- b. Publication of an article or book in a recognized publication directly related to the practice of psychology. Hours may only be credited one time, regardless of the number of times the writing is published, and may not be credited toward the face-to-face requirement.

- II. **Attach Supporting Documentation:** Attach a certificate of completion/attendance for each CE experience and other supporting information that may be required to verify the hours completed, the approval status of the CE provider, and the nature of the CE experience.

Contact Information

Should you have questions concerning this request or this form, please contact the
Board of Psychology by email at psy@dhps.virginia.gov.

Return the Form & Documentation to:

Virginia Board of Psychology
CE Audit
9960 Mayland Drive, Suite 300
Richmond, Virginia 23233-1463